

Role Summary:

We're looking for an enthusiastic and caring person to drive engagement with the Community of the Macdonald Valley to promote and coordinate elements of the MVA's Wellbeing Connections Project.

This project has two objectives –

1. identify and measure the degree of wellbeing and resilience of Valley residents
2. develop strategies to achieve improvements in both of these areas.

The aim of this project is to give our older and more vulnerable people impacted by drought, fire and flood, multiple opportunities to connect with counselling, health and support services, and to socialise with others in a similar situation. Reporting on the planning and success of these events is an important deliverable of the Project.

You will be working with the MVA Project Lead who will be authorising agreed work hours which are to be invoiced on a fortnightly basis. You will utilise the MVA's social media platforms and email contacts and be responsible for developing and maintaining a Community Calendar. You will effectively manage a project budget to identify, target and support individuals who can benefit by activities and assistance across our service delivery streams. You will be organising training for and managing a small team of Volunteers in this endeavour.

All intellectual property (tools and methods developed for gathering, recording, storing, analysing and reporting of data as well as the data itself) will remain the property of the MVA. (*See the Project Coordinator EOI for more information.*)

Selection Criteria:

Essential:

- Current Full NSW Drivers Licence – Class C
- Your own registered, fully insured and reliable motor vehicle
- Confidence in liaising with Government departments and Community Service agencies
- Ability to maintain confidentiality in a variety of social and professional settings

Experience, Knowledge & Skills:

- An understanding of organising and delivering care in a person-centred way
- Good organisational and communication skills
- Have an empathetic and understanding approach to providing care to people with complex needs including mental health
- Excellent written and verbal communication skills and strong attention to detail

Desirable Criteria:

- Previous experience working with volunteers or working as a volunteer would be an advantage
- Familiarity with Federal and State Government Privacy requirements

Technical Criteria:

- Reliable access to the Internet from home
- Use of a modern laptop with wireless capability
- Familiarity with browsing and searching the Internet for information
- Intermediate or higher skills with Microsoft Office software including Outlook
- Familiarity with Mailchimp email campaign software
- Confidence in working with or learning to work with a database

Personal Qualities:

- Vibrant, warm, approachable and professional
- High level of integrity, honesty and commitment
- Highly motivated, team player & ability to handle stressful situations
- Adaptable to change
- A high level of initiative and a disciplined and determined approach
- Attention to quality and detail
- Highly motivated and able to engender that in team members
- Strong communication and networking skills
- Desire to work with our Valley residents

Employment Details:

Location: St Albans, NSW
Job type: Maximum twelve month contract, working from home and various locations
Hours of work: Average of 4 hours per week (higher during initial stages of the project) to a total of 200hrs over twelve months
Remuneration: Remuneration for the role will average around \$200 per week for twelve months to a total of \$10,000

Application Info:

For more information about the role, please contact Peter Hunter 02 4568 2239.

Applications close 5:00pm Wednesday, 25th March 2020.

Send your CV and covering letter addressing the selection criteria to wellbeing@macdonaldvalleyassociation.org.au

We look forward to hearing from you.

Apply Now!